

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution Nos. 8665 , 8666 , 8667 and 8668 authorizing execution of General Services Agreements for on-call landscape maintenance and irrigation services with Signature Landscape Services, Total Landscape Corporation, Badgley's Landscape LLC and Canber Corps for four-year terms.

FISCAL IMPACT:

Services provided under these contracts support projects or programs already approved by Council with funds included in the 2013-2014 Operating Budget. Funding for 2015 and 2016 will be requested as part of the 2015 – 2016 Budget.

The 2014 budget for these services is approximately \$260,000 per year plus applicable taxes. Each contract is estimated to expend \$65,000/yr. Total expenditures under each contract will be monitored by contract managers, and services will not be requested from any of the contractors unless sufficient funds are available to cover the services.

STAFF CONTACT:

Jan Hawn, Director, x 6846

Sara Lane, Assistant Finance Director, x7247

Finance Department

POLICY CONSIDERATION

Bellevue City Code 4.28.230:

The City has promulgated procurement procedures for the utilization of on-call contracts for services that fit within these criteria: (1) for projects/tasks that are simple, short-term and small in scale; (2) for services that are typically performed on a routine and repetitive basis; and (3) for projects/tasks that are under \$50,000 plus applicable taxes.

BACKGROUND

In order to simplify and streamline procurement processes, the Finance Department has collaborated with other City departments to identify a number of common service areas for which one competitive process can be conducted for all departments to utilize. The goal is to develop a variety of on-call contracts for staff to utilize in order to reduce costs and enhance efficiency through use of negotiated contracts.

The City's Procurement Services Division is coordinating these efforts and will continue to competitively solicit pricing agreements for other common service areas where appropriate. These on-call contracts do not guarantee that the contractor will receive a specific volume of work, a specific total contract amount, or a specific order value. They are structured as pricing agreements for specific hourly rates, terms and conditions. Should the 2015 – 2016 budgets

reduce or eliminate funding for these kinds of services, the City is under no obligation to continue to do business with these vendors. While these pricing agreements do not have a pre-negotiated upper limit or a "not to exceed" amount, Council approval is required for these contracts because the annual expenditure for the services in total is anticipated to exceed \$50,000 plus applicable taxes.

VENDOR SELECTION

An RFP was conducted in October 2013 for on-call landscape maintenance and irrigation services. Overall, six submittals were evaluated by the Selection Committee and staff from various departments. Review was based on criteria identified in the RFP including qualifications, hourly rates, and experience. Four of the vendors' qualifications significantly exceeded the others, highlighting their companies' strengths and expertise in a variety of areas. Staff recommends awarding contracts to Signature Landscape Services, Total Landscape Corporation, Badgley's Landscape LLC and Canber Corps.

EFFECTIVE DATE

If adopted by Council, these Resolutions will become effective immediately. The Agreements will be effective December 15, 2013 through December 14, 2017 with no option for renewal.

OPTIONS

1. Adopt Resolution Nos. 8665 , 8666 , 8667 and 8668 authorizing execution of General Services Agreements for on-call landscape maintenance and irrigation services with Signature Landscape Services, Total Landscape Corporation, Badgley's Landscape LLC and Canber Corps for a four-year term.
2. Do not adopt the Resolutions and provide alternative direction to staff.

RECOMMENDATION

Move to adopt Resolution Nos. 8665 , 8666 , 8667 and 8668 authorizing execution of General Services Agreements for on-call landscape maintenance and irrigation services with Signature Landscape Services, Total Landscape Corporation, Badgley's Landscape LLC and Canber Corps for a four-year term.

MOTION

Move to adopt Resolution Nos. 8665 , 8666 , 8667 and 8668 authorizing execution of General Services Agreements for on-call landscape maintenance and irrigation services with Signature Landscape Services, Total Landscape Corporation, Badgley's Landscape LLC and Canber Corps for a four-year term.

ATTACHMENTS

Proposed Resolution Nos. 8665 , 8666 , 8667 and 8668

AVAILABLE IN COUNCIL OFFICE

Copies of Four General Services Agreements

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8665

A RESOLUTION authorizing execution of a General Services Agreement with Signature Landscape Services for on-call landscape maintenance and irrigation services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES
RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a General Services Agreement with Signature Landscape Services for a term of up to four years for on-call landscape maintenance and irrigation services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013,
and signed in authentication of its passage this _____ day of _____,
2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8666

A RESOLUTION authorizing execution of a General Services Agreement with Total Landscape Corporation for on-call landscape maintenance and irrigation services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a General Services Agreement with Total Landscape Corporation for a term of up to four years for on-call landscape maintenance and irrigation services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013, and signed in authentication of its passage this _____ day of _____, 2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8667

A RESOLUTION authorizing execution of a General Services Agreement with Badgley's Landscape, LLC for on-call landscape maintenance and irrigation services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a General Services Agreement with Badgley's Landscape, LLC for a term of up to four years for on-call landscape maintenance and irrigation services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013, and signed in authentication of its passage this _____ day of _____, 2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8668

A RESOLUTION authorizing execution of a General Services Agreement with Canber Corps for on-call landscape maintenance and irrigation services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a General Services Agreement with Canber Corps for a term of up to four years for on-call landscape maintenance and irrigation services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2013, and signed in authentication of its passage this _____ day of _____, 2013.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk